Appleby-in-Westmorland Town Council

Safeguarding Policy

Appleby-in-Westmorland Town Council are committed to caring for the health, well-being and human rights of individuals, especially children, young people and vulnerable adults, in order to protect them from harm, abuse and neglect. This policy is applicable to all members of Appleby Town Council, including councillors, staff, volunteers and visitors.

Purpose of Policy

Everyone has a responsibility to care for and promote the welfare of children, young people and vulnerable adults. This policy outlines how Appleby Town Council protects vulnerable people from harm, and what measures will be taken in the instance of non-compliance. Violation of this policy is a serious offence and could result in disciplinary action or dismissal.

We believe that:

- children, young people and vulnerable adults should never experience abuse of any kind
- we have a responsibility to promote the welfare of all who we interact with, to keep them safe and practise in a way that protects them
- all people, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some individuals are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs, or other issues, and therefore may require additional safeguarding measures.

Vulnerability

“Adult safeguarding” is working with adults with care and support needs to keep them safe from abuse or neglect. It is an important part of what many public services do, and a key responsibility of local authorities (Care Act 2014).

Safeguarding duties apply to an adult who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs)
- Is experiencing, or is at risk of, abuse or neglect;
- is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

This is not applicable only to those who lack capacity – rather it refers to all; adults who have full capacity can still be at risk from abuse and considered vulnerable if they are unable to protect themselves from harm. It is important we can reduce or prevent the risk of harm to vulnerable people, while also supporting them to retain control over their own lives.

Responsibilities

All vulnerable people should be treated with respect and cared for appropriately. Should anyone from Appleby Town Council become aware of the abuse or suspected abuse of a vulnerable person, they must act immediately.

Anyone who becomes aware of the abuse, or suspected abuse, of a vulnerable person should contact the Town Clerk, either in writing or in person. If it is felt the vulnerable person is being abused, and if it is deemed appropriate, an outside body should be made aware. All discussions must be recorded accurately and as soon as possible. It is vital you ensure the person subject to the alleged abuse is kept protected and supported before proceeding with any action.

The responsible overseer of Safeguarding is:

Sue Gilbertson – Town Clerk

017683 51177 ext 3, clerk@applebytown.gov.uk

How to act

If there is an immediate danger to an individual, or a crime is in progress, you must call the police (999), as you would in any other dangerous situation.

In any other circumstance, if you are a visitor, a councillor or a member of the public, please vocalise your concerns to a member of staff, who will then put you in contact with the Town Clerk, or report your concerns to them.

Confidentiality

Appleby Town Council respects all persons right to confidentiality; however, the welfare of vulnerable people must take precedence. We have a duty to enclose abuse to the relevant agency should it be deemed necessary. In this instance, Appleby Town Council's Privacy Policy may be overridden and referenced.

Recruitment

If any position requires a member of staff to work with in a situation with, or interact with vulnerable people, Appleby Town Council is required by the Rehabilitation of Offenders Act 1974, to ask questions about criminal records, including previous investigations. Criminal Records Bureau (CRB) Disclosure forms will be requested for positions in which this is deemed necessary. Details of a criminal record will be requested early in the application process.

In accordance with the DBS Code of Practice, disclosure documents and associated paperwork will be stored securely for a maximum period of 6 months and then shredded.

Any staff or councillors supervising any services or activities involving vulnerable adults will be required to undertake suitable training.

Policy Review

This Policy will be reviewed bi-annually by Appleby-in-Westmorland Town Council at a Full Council Meeting.

This policy has been agreed and approved by Appleby-in-Westmorland Town Council.

Cllr Pamela Davidson

Cllr Pamela Davidson
Chair of Appleby-in-Westmorland Town Council

Adopted by Appleby-in Westmorland Council on 17th September 2025
Review Date: September 2027